

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

| | |
|---------------------------------|---|
| Agency: Sheriff's Office | Unit: Nursing |
| Name: | Position Title: Correctional Institution Nurse |
| Class Title: Jail Nurse | Class Number: 35242 |

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|---------------------------------------|---|
| Dept./Div.: Corrections | Civil Service Status: Unclassified |
| Reports To: Jail Administrator | Employment Status: Part Time |
| Pay: Resolution | FLSA Status: Exempt |

QUALIFICATIONS: An example of acceptable qualifications:

Registered Nurse's (RN's) or Licensed Practical Nurse (LP).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Possession of a current license as a registered professional nurse in the State of Ohio and a valid Ohio driver's license with acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, telephone, radio and assessment tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to constant or intermittent loud noise; contact with potentially violent or emotionally distraught person.

Periodic - Exposure to bodily waste, tissue or fluids.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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| Agency: | Sheriff's Office | Unit: | Nursing |
| Name: | | Position Title: | Correctional Institution Nurse |
| Class Title: | Jail Nurse | Class Number: | 35242 |

15% (5) Performs clerical and administrative duties related to nursing work; maintains medical records; completes reports; orders supplies and equipment; assists the Jail Administrator in updating medical policy and procedure; and oversees the Inmate Medical Co-payment Program.

(5) **Knowledge of:** (a)*; (b).
Ability to: (q); (r).

5% (6) Assists in developing and maintaining a written bloodborne pathogens exposure control plan; performs exposure determinations; assists in developing policy and procedure for all tasks involving potential exposure; conducts training for staff in bloodborne pathogens and other types of medical procedures.

(6) **Knowledge of:** (a)*; (b); (c).
Skill in: (h).
Ability to: (n); (s); (t); (u).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) Jail policy and procedures and operating methods*; (b) nursing practices and procedures; (c) employee training and development.

Skill in: (h) providing professional nursing care to the ill and injured.

Ability to: (n) understand technical and scientific field of study; (o) demonstrates general physical fitness; (p) recognize symptoms and take appropriate emergency action; (q) gather collate and classify information and prepare reports; (r) calculate fractions, decimals and percentages, (s) define problems, collect data, establish facts and draw valid conclusions; (t) understand, interpret and apply laws, rules or regulations to specific situations; (u) develop complex reports and position papers.

CLASS TITLE: Correctional Institution Nurse

CODE: 35242

JOB RESPONSIBILITIES: Under the general supervision of the facility medical doctor, provides professional nursing care of inmates; assists with special clinics, health screenings and medical procedures; provides emergency first aid; maintains accurate records and generally organizes medical services to inmates.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is: Completion of a state accredited school of registered nursing; possession of a current license as a registered professional nurse in the State of Ohio and a valid Ohio driver's license

| % of time | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.) | KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment). |
|-----------|---|---|
| 65% | (1) Provides professional nursing care of inmates; conducts sick call; administers medication; changes dressings; prepares inmates for various medical procedures; and conducts health screenings; maintains and restocks first aid kits and med carts; inventory control on over the counter and prescription medications and maintains policies approved by medical doctor. | (1) Knowledge of: (a) policy and procedures and operating methods*; (b) nursing practices and procedures. Skill in: (h) providing professional nursing care to the ill and injured. Ability to: (n) understand technical and scientific field of study; (o) demonstrates general physical fitness. |
| 5% | (2) Provides professional emergency care; responds to and deals with emergency calls; treats injuries; and administers CPR. | (2) Knowledge of: (a) policy and procedures and operating methods*; (b) nursing practices and procedures. Skill in: (h) providing professional nursing care to the ill and injured. Ability to: (n) understand technical and scientific field of study; (o) demonstrates general physical fitness; (p) recognize symptoms and take appropriate emergency action. |

SANDUSKY COUNTY

CLASSIFICATION SPECIFICATION

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CLASS TITLE: Correctional Institution Nurse

CODE: 35242

| % of time | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.) | KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment). |
|-----------|--|---|
| 5% | (3) Assists the medical director and other medical practitioners with a variety of services (e.g. tuberculosis testing, referrals and follow-ups, communicable disease screening); gives injections; gives immunizations. | (3) Knowledge of: (a) policy and procedures and operating methods*; (b) nursing practices and procedures. Skill in: (h) providing professional nursing care to the ill and injured. Ability to: (n) understand technical and scientific field of study; (o) demonstrates general physical fitness; (p) recognize symptoms and take appropriate emergency action. |
| 5% | (4) Assists the medical director and other medical practitioners with special medical procedures; assists the kitchen with development of special diets; assists inmates and develops programs on disease management. | (4) Knowledge of: (a) policy and procedures and operating methods*; (b) nursing practices and procedures. Skill in: (h) providing professional nursing care to the ill and injured. Ability to: (n) understand technical and scientific field of study; (o) demonstrates general physical fitness; (p) recognize symptoms and take appropriate emergency action. |
| 15% | (5) Performs clerical and administrative duties related to nursing work; maintains medical records; completes reports; orders supplies and equipment; assists the Director in updating medical policy and procedure; and oversees the Inmate Medical Co-payment Program. | (5) Knowledge of: (a) policy and procedures and operating methods*; (b) nursing practices and procedures. Ability to: (q) gather collate and classify information and prepare reports; (r) calculate fractions, decimals and percentages . |

SANDUSKY COUNTY

CLASSIFICATION SPECIFICATION

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CLASS TITLE: Correctional Institution Nurse

CODE: 35242

| % of time | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.) | KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment). |
|-----------|--|---|
| 5% | <p>(6) Assists in developing and maintaining a written bloodborne pathogens exposure control plan; performs exposure determinations; assists in developing policy and procedure for all tasks involving potential exposure; conducts training for staff in bloodborne pathogens and other types of medical procedures.</p> | <p>(6) Knowledge of: (a) JDC policy and procedures and operating methods*; (b) nursing practices and procedures; (c) employee training and development. Skill in: (h) providing professional nursing care to the ill and injured. Ability to: (n) understand technical and scientific field of study; (s) define problems, collect data, establish facts and draw valid conclusions; (t) understand, interpret and apply laws, rules or regulations to specific situations; (u) develop complex reports and position papers.</p> |